



State of Delaware  
Department of Correction  
245 McKee Road, Dover, DE 19904

Employee Development Center  
Telephone (302) 857-5288 Fax (302) 739-5751



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**EDC TRAINING ANNOUNCEMENT**  
**Coaching and Counseling for Lead Workers**

**DATE(s):** August 19 & 20, 2008      **TIME:** 9:00 AM To 3:00 PM

**WHERE:** Department of Correction  
245 McKee Road  
Dover, DE 19904  
Room 502/3

**WHO SHOULD ATTEND:** Correctional Corporals, Sergeants, Senior Probation Officer and Lead Workers

**COURSE DESCRIPTION:** The intent of the course is to improve performance with effective coaching and counseling techniques.

Upon completion of this training, participants will be able to:

- Define Coaching as it pertains to the work environment
- Identify five basic coaching steps for developing improved work performance.

- Develop an eight-step coaching checklist to help improve work performance.

- Identify and demonstrate four primary coaching skills.

- Identify and demonstrate understanding of the necessity for three conditions that call for a counseling session.

- Access a need for, and design/implement a coaching plan to achieve predetermined goals.

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**REGISTRATION INSTRUCTIONS:**

Registration Forms and/or Questions concerning this training announcement should be directed to:

Juanita Evans  
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E-mail: [juanita.evans@state.de.us](mailto:juanita.evans@state.de.us)

**DEADLINE:** August 12, 2008

**[Click Here To Complete The Travel Training Form](#)**